

VACANT POSITION ANNOUNCEMENT- For more information or to apply for this job announcement, contact the Martha T. Berry Medical Care Facility Nursing Department at 586-469-5597.

CLASSIFICATION TITLE: Contingent Nurse Aide

DEPARTMENT: Martha T. Berry Medical Care Facility

GENERAL RESPONSIBILITIES:

The employee in this classification, under the supervision of an assigned supervisor, provides routine daily care to residents in accordance with established policies and procedures; performs related duties as assigned.

ESSENTIAL FUNCTIONS:

- Handles, cares for and services residents in accordance with established methods and procedures, as well as instructions issued by the assigned supervisor.
- Bends, reaches and lifts while transporting residents; follows care plan for the use of restraints and releases as ordered; administers simple treatments and dressings as directed.
- Cleans workrooms, solariums, equipment and resident units, including but not limited to, beds, stands, mattress, pillows, stretchers, wheelchairs and cardiac chairs.
- Cares for residents receiving oxygen therapy, enteral feeding, IV's and isolation care; gives enemas; measures and records food intake and output; collects specimens.
- Serves food, water and assists residents who are unable to feed themselves.
- Maintains daily defecation chart.
- Shaves residents as needed, provides hair care and nail care; takes and records vital signs as needed.
- Maintains, provides for and contributes to a safe environment for residents, co-workers and visitors.
- Documents and signs for all care provided.
- Attends training programs and workshops as required to maintain certification.

ADDITIONAL FUNCTIONS:

- Responsible for residents' personal clothing; determines linen and clothing needs of residents; cleans resident bathrooms as necessary; assists and completes personal care as indicated.
- The statements contained in this position description are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not to be construed as an exhaustive list of all job duties performed.

EDUCATION, TRAINING AND EXPERIENCE:

- Possession of a high school diploma or a certificate of successful completion of the General Educational Development Test.

- Successful completion of an approved Nurse Aide training program.
- Possession of current registry document for Certified Nurse Aide (CNA); maintain CNA certification by completing a minimum of twelve (12) continuing education hours per year.
- Minimum of one (1) year experience as a Certified Nurse Aide.
- Must have a passing score on the Martha T. Berry Certified Nurse Aide competency exam.
- Successful completion of the probationary period for the position of Nurse Aide.
- Be physically able to perform the essential functions of the position, with or without reasonable accommodation.

ADDITIONAL QUALIFICATIONS:

- Possess a sincere desire to serve the ill and fragile elderly and show initiative and judgement in recognizing symptoms and reactions and reporting them in a timely manner.
- Ability to encourage and motivate residents to participate in recreational, occupational, physical therapy and activities of daily living.
- Knowledge of procedures and techniques involving the administration of simple treatments and providing related bedside resident care service.
- Ability to establish and maintain effective working relationships with co-workers, residents and residents' families.
- Ability to lift, move and transport residents.
- Effective written and oral communication skills.
- Ability to maintain the confidentiality of resident care.
- Ability to conduct oneself with tact and courtesy.

THE COUNTY OF MACOMB IS AN EQUAL OPPORTUNITY EMPLOYER